

CrossTown Connect
A Transportation Management Association
MEMORANDUM OF UNDERSTANDING

This document, dated **XXXXX**, shall serve as the **Service Agreement** between **CrossTown Connect**, and **[TBD]**. The purpose of CrossTown Connect is to improve mobility and air quality in the region and facilitate the coordination of transportation services. By signing below, the member joins CrossTown Connect and agrees to pay the dues set out below. In return, CrossTown Connect will provide programs and services as outlined in the work plan and scope of services set out below.

I. The following services will be provided to CrossTown Connect members:

A. Employee Services

- Regional Ridematching: Matching member employees.
- Guaranteed Ride Home Program: Enable employees who are take commuting alternatives to access transportation during the day for emergencies.
- Employee Transportation Advisor Training: Train member personnel on how to provide commuter assistance at the work site and promote alternatives to driving alone.

B. Advocacy/Promotion

- Park and Ride Facilities: Advocate for additional facilities at MBTA stations and promote highway parking lots that encourage ridesharing.
- Informational Kiosks/Brochure Racks: Supply members with materials relating to all commuting alternatives.
- Improved Transit Scheduling: Work with the MBTA and local RTAs to analyze inadequacies in current schedules and/or enhance service to the region.
- Flextime/Variable Work Hours: Work with members to move a portion of current demand to off-peak hours.
- Transportation Awareness Events: Organize and participate in events at member sites to promote commuting alternatives.
- Preferential Carpool and Vanpool Parking: Encourage employers to provide designated parking spaces to promote ridesharing.
- Transit Pass Program: Promote services and incentive programs to employers such as federal tax-free incentives for transit and vanpool costs.

C. Community-Based Services:

- Work with the member communities to coordinate existing transportation services including, but not limited to, Council on Aging shuttles.
- If funding is available, provide Transit Administration including centralized dispatching to any community that chooses to participate.

II. As a member of CrossTown Connect, the Member agrees to:

- A. Provide CrossTown Connect with a contact person who will act as the Transportation Advisor for the Member's employees. This person will assist in the administration of services at the work site and will be trained by CrossTown Connect.
- B. Participate in information gathering and/or provide to CrossTown Connect, annual data regarding employee commute origins, mode split, commuter satisfaction, etc., as outlined in any prepared DEP Rideshare Regulation reports.
- C. Pay annual dues, as established by the Executive Committee.
- D. Provide one (1) representative to serve on the Board with authority to actively participate in the management of CrossTown Connect. Each dues-paying member shall have one (1) vote on the Board.

CrossTown Connect's primary responsibility is to serve member work sites and communities that fall within the established geographical region (Acton, Boxborough, Concord, Littleton, Maynard, Stow, Westford). CrossTown Connect will maintain a relationship with its member's ancillary facilities and will service those facilities as it relates to reducing demand between such ancillary facilities and the members' locations. All other support services to ancillary facilities will be handled on a case-by-case basis, based on available time and resources.

This agreement shall be in effect for one (1) year. It may be terminated by either party with thirty (30) days written notice to the other CrossTown Connect members.

MEMBER:

Name: _____

Date: _____

Authorized Signature: _____

CrossTown Connect

Name: _____

Date: _____

Authorized Signature: _____

CrossTown Connect**Annual Dues Structure for Member Companies:**

>1000 Employees	\$7,500.00
500 - 999 Employees	\$5,000.00
250-499 Employees	\$2,500.00
<250 Employees	\$1,000.00
Developers w/<200,000 Sq Ft	\$5,000.00
Developers w/>200,000 Sq Ft	\$2,500.00